

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from date above].

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. Working under your leadership has taught me invaluable skills and has fostered my professional growth immensely. I truly appreciate the support and encouragement I have received from you and the entire team.

As I move forward in my career, I will carry with me the experiences and memories from my time here. I hope to stay in touch, and I look forward to crossing paths in the future.

Thank you once again for everything.

Sincerely,

[Your Name]